



User Guide

Section 6.5

File Transmission (Information and Research Screens)

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File Transmission - Information Screens and Research

A. Overview

The purpose of these instructions is to guide FSA personnel, CMA/LSA's and Providers through the navigation of screens that show the status and/or progress of their file transmission.

Two benefits of using these screens include:

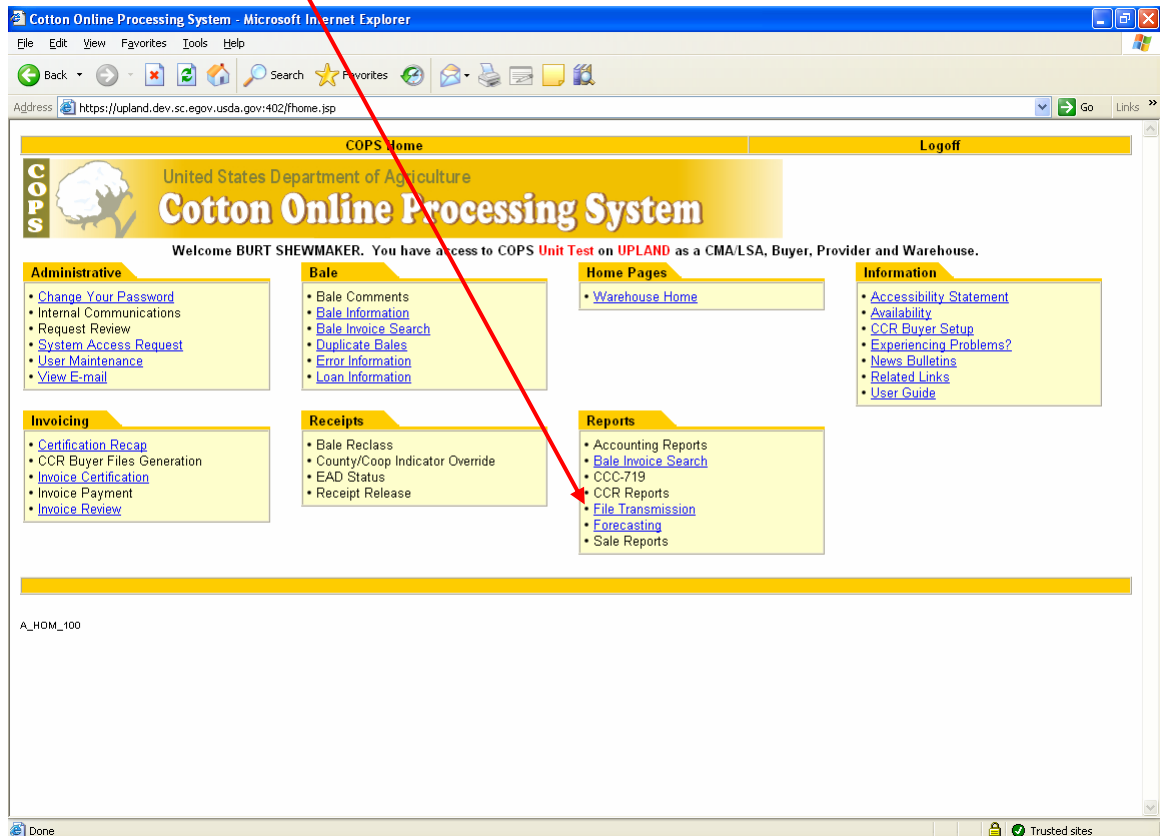
- 1) Minimizing the number of inquiries to FSA about the status of a particular file transmission, and
- 2) The ability for FSA to track a file, which will allow an automated ccc-734 process in the future based on its time of transmission instead of its time of processing.

Currently, only CMS/LSA transmissions are tracked.

B. Screens and Instructions

1. COPS Home Page

The file transmission link is under the Reports tab. It is labeled 'File Transmission'. Click to navigate to the File Transmission Criteria screen.



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2. File Transmission Criteria Screen

The **File Transmission Criteria** screen shown below is to aid in either the selection of a specific file, or to list a group of files that meet the selection criteria. A list of files may be viewed by Type, Year, or Date range. In addition, a list can be sorted by Type, Year, Number and Date. A criterion must be selected before clicking the 'List' button.

If a 'FILE TYPE' criterion is selected, an additional dropdown selection appears on the screen to allow the selection of an ENTITY CODE as shown in the next display.

The screenshot shows the 'Cops Online Processing System - Microsoft Internet Explorer' window. The address bar displays the URL: <https://dln01.fsa.usda.gov/servlet/FileTransmission?name=criteria&entityType=0>. The page features a navigation bar with links: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, Sales, and Logoff. Below this is a banner for the 'United States Department of Agriculture Cotton Online Processing System'. The main content area is titled 'File Transmission Criteria' and contains a form with the following fields and options:

- File Type:** A dropdown menu.
- File Year:** A dropdown menu.
- File Number:** A text input field with a note '5 digits, i.e. 12345'.
- File Date:** A text input field with a format 'mm/dd/yy' and buttons for 'Today', 'Yesterday', 'Monday', 'Sunday', and 'Saturday'.
- Date Range:** A section with '(from)' and '(to)' text inputs, and buttons for 'Previous Week' and 'Previous Month'.
- Sort by:** A list of radio buttons: 'File Type' (selected), 'File Year', 'File Number', and 'File Date'.

Below the form is a yellow horizontal bar, followed by 'List' and 'Clear' buttons. At the bottom left, the text 'File/Unit Criteria' is visible. The status bar at the bottom shows 'Done' and 'Trusted sites'.

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3. File Transmission Criteria Screen with 'ENTITIES' selection criteria.

The **File Transmission Criteria** screen shown below includes a dropdown to select an Entity. If a 'FILE TYPE' criterion is selected, an additional dropdown selection appears on the screen to allow the selection of an ENTITY CODE as shown below. After selecting a File Type, Number or Date, an Entity must also be selected. A list of files may be viewed by Type, Year, or Date range. In addition, a list can be sorted by Type, Year, Number and Date. A criterion must be selected before clicking the 'List' button.

If there are any errors with the criteria selected or entered, an error dialog pops up as shown in the next display.

The screenshot shows the 'Cops Online Processing System' web application running in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `https://dint01.fsa.usda.gov/servlet/FileTransmission?name=criteria&entityType=1`. The application's navigation menu includes links for COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, Sales, and Logoff. The main header features the 'COPS' logo and the text 'United States Department of Agriculture Cotton Online Processing System'.

The 'File Transmission Criteria' section contains the following fields and controls:

- File Type:** A dropdown menu currently set to 'CMA/LSA'.
- Entities:** A dropdown menu currently set to '106703--FAMBRO'.
- File Year:** A dropdown menu.
- File Number:** A text input field with a note '5 digits, i.e. 12345'.
- File Date:** A text input field with a date format 'mm/dd/yy' and buttons for 'Today', 'Yesterday', 'Monday', 'Sunday', and 'Saturday'.
- Date Range:** Fields for '(from)' and '(to)' with buttons for 'Previous Week' and 'Previous Month'.
- Sort by:** A list of radio buttons for sorting: 'CMA/LSA' (selected), 'File Year', 'File Number', and 'File Date'.

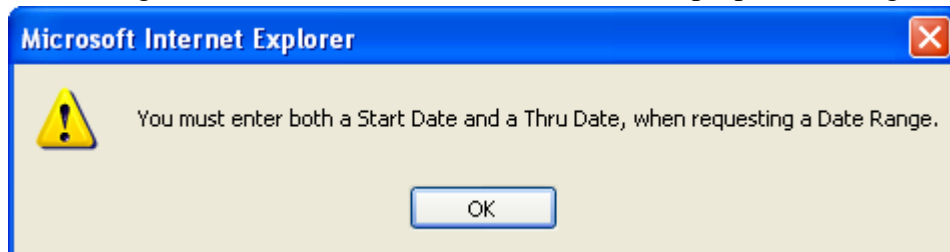
Below the criteria section, there is a yellow horizontal bar, followed by 'List' and 'Clear' buttons. At the bottom left, the text 'File/Unit Criteria' is visible. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

4. Error dialogs of the Transmission Criteria Screen.

Error dialog shown when 'List' is clicked without selection criteria. As shown in the dialog, at least one criterion is required to continue.



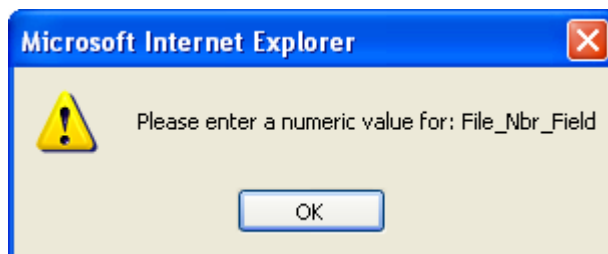
Error dialog shown when 'List' is clicked without the proper date range.



Error dialog shown when 'List' is clicked without the proper date format.



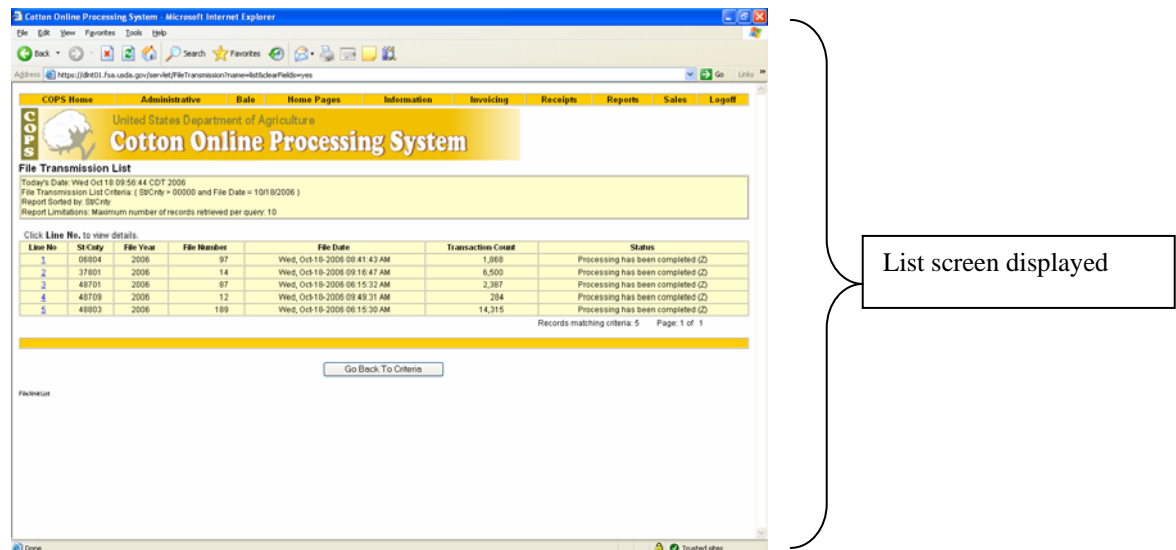
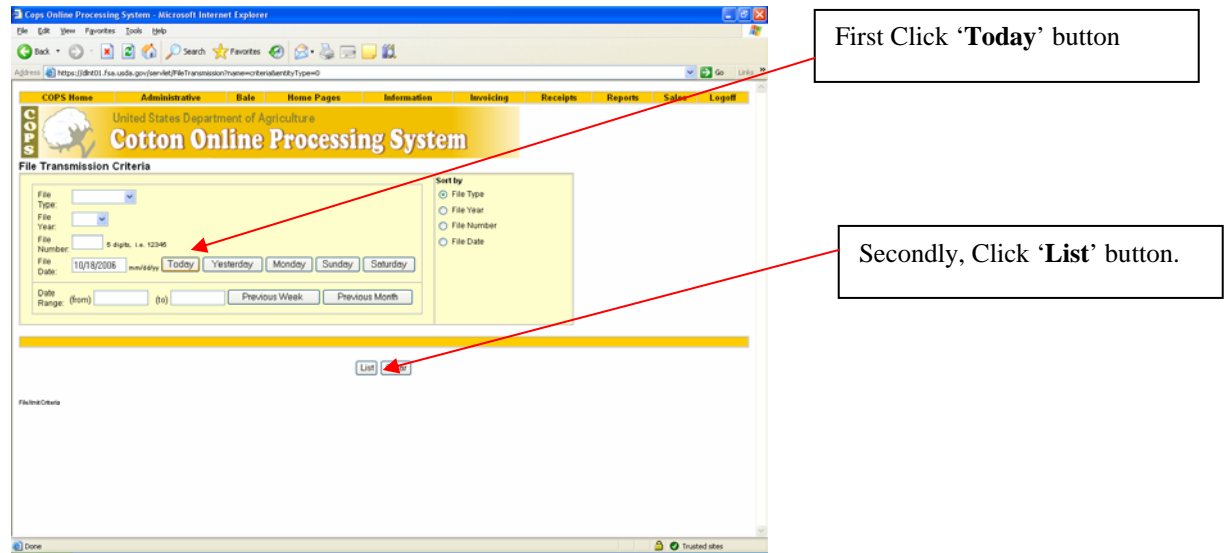
Error dialog shown when 'List' is clicked without a numeric file number.



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5. File Transmission Criteria Screen – ‘Today’ button example

The **Today** button on the **File Transmission Criteria** screen sets the criteria to select file/s processed for the current day. Clicking the **‘Today’** button followed by clicking the **‘List’** button on the **File Transmission Criteria** screen will display the **File Transmission List** screen. This process is depicted in the following two screen displays.



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6. File Transmission List Screen

The **File Transmission List** screen shown below displays the information related to the list of transmission files based on the criteria selected when the '**List**' button was clicked. The list of information is arranged horizontally with line numbers representing each set of information related to a single transmission file.

Directly under the screen heading 'File Transmission List' is a display of the selection criteria used to generate the list.

When there are multiple screens of the 'File Transmission List', a 'Next' and/or 'Previous' button is displayed to enable navigation.

Single page result – without 'Next' and/or 'Previous' button

Multi-page result – with 'Next' and/or 'Previous' button

File Transmission List

Today's Date: Wed Oct 18 09:56:44 CDT 2006
File Transmission List Criteria: (STCrty > 00000 and File Date = 10/18/2006)
Report Sorted by: STCrty
Report Limitations: Maximum number of records retrieved per query: 10

Click Line No. to view details.

Line No.	ST Crty	File Year	File Number	File Date	Transaction Count	Status
1	06804	2006	87	Wed, Oct 18-2006 08:41:43 AM	1,868	Processing has been completed (2)
2	37801	2006	14	Wed, Oct 18-2006 09:16:47 AM	6,500	Processing has been completed (2)
3	48701	2006	87	Wed, Oct 18-2006 06:15:32 AM	2,387	Processing has been completed (2)
4	48709	2006	12	Wed, Oct 18-2006 09:43:31 AM	284	Processing has been completed (2)
5	48803	2006	189	Wed, Oct 18-2006 06:15:30 AM	14,315	Processing has been completed (2)

Records matching criteria: 5 Page: 1 of 1

Go Back To Criteria

File Transmission List

Today's Date: Thu Oct 19 12:09:35 CDT 2006
File Transmission List Criteria: (STCrty > 00000 and File Date range from 9/19/2006 thru 10/19/2006)
Report Sorted by: STCrty
Report Limitations: Maximum number of records retrieved per query: 10

Click Line No. to view details.

Line No.	ST Crty	File Year	File Number	File Date	Transaction Count	Status
141	28801	2006	37	Thu, Sep-28-2006 17:03:06 PM	35	Processing has been completed (2)
142	28801	2006	40	Fri, Sep-29-2006 20:33:43 PM	43,342	Processing has been completed (2)
143	28801	2006	46	Tue, Oct-03-2006 19:47:54 PM	43,579	Processing has been completed (2)
144	28801	2006	44	Tue, Oct-03-2006 12:10:20 PM	913	Processing has been completed (2)
145	28801	2006	45	Tue, Oct-03-2006 18:43:46 PM	177	Processing has been completed (2)
146	28801	2006	48	Wed, Oct-04-2006 20:33:58 PM	57,699	Processing has been completed (2)
147	28801	2006	47	Wed, Oct-04-2006 18:40:16 PM	44	Processing has been completed (2)
148	28801	2006	42	Sun, Oct-01-2006 21:08:59 PM	58,303	Processing has been completed (2)
149	28801	2006	41	Sun, Oct-01-2006 20:11:55 PM	56,303	Processing has been completed (2)
150	28801	2006	43	Mon, Oct-02-2006 19:54:51 PM	17,683	Processing has been completed (2)

Records matching criteria: 435 Page: 15 of 44 Go

Go Back To Criteria Previous Next

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7. File Transmission Detail Screen – CMA/LSA Version without error records

The **File Transmission Detail** screen shown below displays all information related to a single transmission file. The screen displayed for a CMA/LSA is different than that for a Core User.

Directly under the screen heading ‘File Transmission Detail’ is a display of the selection criteria used to generate the list.

The progress of a file transmission can be monitored by clicking either the refresh button of the browser or hitting the keyboard refresh function key F5. This is useful particularly for files with more than 25,000 records.

Cotton Online Processing System - Microsoft Internet Explorer

United States Department of Agriculture
Cotton Online Processing System

File Transmission Detail
Today's Date: Wed Oct 18 10:47:34 CDT 2006
File Transmission List Criteria: (StOnly = 48803)
Report Sorted by: StOnly
Report Limitations: Maximum number of records retrieved per query: 10

StOnly	File Year	File Number	File Date	Transaction Count	Status
48803	2006	61	Tue, Aug-22-2006 07:36:52 AM	1,863	Processing has been completed (2)

Time Audit Header Table

Job Description	CCC/19 Authorization Number	Last Change Date
PCCA upfront ACRS job	20060822 074331	Tue, Aug-22-2006 07:43:41 AM

Time Audit Summary Table

Program Description	Start Date/Time	Record Count	Percentage Complete	Valid Records Processed Count	Status	Last Change Date
Timestamps the CMA/LSA tape with the arrival date/time	Tue, Aug-22-2006 07:36:52 AM	1,863	100%	1,863	Processing has been completed (2)	Tue, Aug-22-2006 07:36:52 AM
Trailer edit	Tue, Aug-22-2006 07:36:52 AM	0	100%	0	Processing has been completed (2)	Tue, Aug-22-2006 07:42:45 AM
ACRS transaction pre-edit and format	Tue, Aug-22-2006 07:36:52 AM	1,863	100%	1,863	Processing has been completed (2)	Tue, Aug-22-2006 07:42:48 AM
Performs 2nd edit of CMA/LSA transactions	Tue, Aug-22-2006 07:36:52 AM	1,863	100%	1,863	Processing has been completed (2)	Tue, Aug-22-2006 07:43:16 AM
Creates the tape authorization for valid transactions	Tue, Aug-22-2006 07:36:52 AM	1	100%	1	Processing has been completed (2)	Tue, Aug-22-2006 07:43:27 AM
Creates transaction history records	Tue, Aug-22-2006 07:36:52 AM	1,863	100%	1,863	Processing has been completed (2)	Tue, Aug-22-2006 08:00:33 AM
End of upfront ACRS cycle timestamp	Tue, Aug-22-2006 07:36:52 AM	1	100%	1	Processing has been completed (2)	Tue, Aug-22-2006 07:43:41 AM

[Print](#) [Close](#)

File Transmission Detail

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8. File Transmission Detail Screen – CMA/LSA Version with error records

The **File Transmission Detail** screen shown below displays information related to a single transmission file that is specifically related to the functions of a CMA/LSA. The red highlighted line indicates ACRS detected at least one error from one of the transactions. In the screen example, there was an error with the ACRS transaction pre-edit and format process.

Directly under the screen heading 'File Transmission Detail' is a display of the selection criteria used to generate the file transmission detail.

Cotton Online Processing System - Microsoft Internet Explorer

File Transmission Detail

Today's Date: Fri Oct 20 14:39:57 CDT 2006
 File Transmission List Criteria: (SWCnly > 00000 and File Date range from 9/20/2006 thru 10/20/2006)
 Report Sorted by: SWCnly
 Report Limitations: Maximum number of records retrieved per query: 10

St/Clty	File Year	File Number	File Date	Transaction Count	Status
28801	2006	17	Mon, Sep-25-2006 11:32:06 AM	6,389	Processing has started, waiting for next process (Q)

Time Audit Header Table

Job Description	CCC719 Authorization Number	Last Change Date
Staplecoth upfront ACRS job	Not Available	Mon, Sep-25-2006 11:32:46 AM

Time Audit Summary Table

Program Description	Start Date/Time	Record Count	Percentage Complete	Valid Records Processed Count	Status	Last Change Date
Timestamps the CMA/LSA tape with the arrival date/time	Mon, Sep-25-2006 11:32:06 AM	6,389	100%	6,389	Processing has been completed (Z)	Mon, Sep-25-2006 11:32:06 AM
Trailer edit	Mon, Sep-25-2006 11:32:43 AM	0	100%	0	Processing has been completed (Z)	Mon, Sep-25-2006 11:32:43 AM
ACRS transaction pre-edit and format	Mon, Sep-25-2006 11:32:46 AM	6,389	100%	0	Processing has been completed (Z)	Mon, Sep-25-2006 11:32:46 AM
Performs 2nd edit of CMA/LSA transactions	Mon, Sep-25-2006 11:32:06 AM	0	0%	0	Processing has not started (.)	Mon, Sep-25-2006 11:32:06 AM
Creates the tape authorization for valid transactions	Mon, Sep-25-2006 11:32:06 AM	0	0%	0	Processing has not started (.)	Mon, Sep-25-2006 11:32:06 AM
Creates transaction history records	Mon, Sep-25-2006 11:33:02 AM	6,389	100%	6,389	Processing has been completed (Z)	Mon, Sep-25-2006 11:33:02 AM
End of upfront ACRS cycle timestamp	Mon, Sep-25-2006 11:32:06 AM	0	0%	0	Processing has not started (.)	Mon, Sep-25-2006 11:32:06 AM

Time Audit Error Table

Time Audit Error Code	Last Change Date
No Valid Records Found in File (Z)	Mon, Sep-25-2006 11:33:02 AM

Print Close

File/InvtDetail

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9. File Transmission Detail Screen – Core User Version

The **File Transmission Detail** screen shown below displays information related to a single transmission file that is specifically related to the functions of a Core User. More information is shown for Core Users than CMA/LSA's. The Core User version of this screen allows the user to toggle between an Activity button and a Summary button. The Activity button displays the Time Audit Activity of the file while the Summary button does not.

Directly under the screen heading 'File Transmission Detail' is a display of the selection criteria used to generate the file transmission detail.

Cotton Online Processing System - Microsoft Internet Explorer

File Transmission Detail

Today's Date: Fri Oct 20 14:32:09 CDT 2006
 File Transmission List Criteria: (SICity > 00000 and File Date range from 9/20/2006 thru 10/20/2006)
 Report Sorted by: SICity
 Report Limitations: Maximum number of records retrieved per query: 10

SICity	File Year	File Number	File Date	Transaction Count	Status
01801	2006	35	Thu, Oct-19-2006 09:30:23 AM	110	Processing has been completed (Z)

Time Audit Header Table

Job Name	Job Description	CCC710 Authorization Number	Fiscal Year	Invoice Number	CCC734 File Id	Last Change Form Id	Last Change Date	Time Audit Header Id
EDCOU001	Autsaga Quality upfront ACRS job	20061019 093117	0	0	0	MICBJEND	Thu, Oct-19-2006 09:31:27 AM	500

Time Audit Summary Table

Program Name	Program Description	Start Date/Time	Record Count	Percentage Complete	Valid Records Processed Count	Job Restart Id	Status	Last Change Date
MICBJ01U	Timestamps the CMAILSA tape with the arrival datatime	Thu, Oct-19-2006 09:30:23 AM	110	100%	110	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:30:23 AM
MICBJ002	Trailer edit	Thu, Oct-19-2006 09:30:52 AM	0	100%	0	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:30:52 AM
MICBJ003	ACRS transaction pre-edit and format	Thu, Oct-19-2006 09:30:56 AM	110	100%	110	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:30:56 AM
MICBJ020	Performs 2nd edit of CMAILSA transactions	Thu, Oct-19-2006 09:30:59 AM	110	100%	45	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:31:01 AM
MICBJ022	Creates the tape authorization for valid transactions	Thu, Oct-19-2006 09:31:23 AM	1	100%	1	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:31:24 AM
MICBJ021	Creates transaction history records	Thu, Oct-19-2006 09:31:24 AM	110	100%	110	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:31:25 AM
MICBJEND	End of upfront ACRS cycle timestamp	Thu, Oct-19-2006 09:31:27 AM	1	100%	1	N	Processing has been completed (Z)	Thu, Oct-19-2006 09:31:27 AM

Time Audit Error Table

Time Audit Error Code	Last Change Form Id	Last Change Date
Errors Were Encountered on Some Transactions (E)	MICBJ020	Thu, Oct-19-2006 09:31:01 AM

Activity Print Close

Time Audit Activity Table

Program Name	Program Description	Records Processed Count	Last Change Date
MICBJ01U	Timestamps the CMAILSA tape with the arrival datatime	0	Thu, Oct-19-2006 09:30:23 AM
MICBJ01U	Timestamps the CMAILSA tape with the arrival datatime	110	Thu, Oct-19-2006 09:30:23 AM
MICBJ002	Trailer edit	0	Thu, Oct-19-2006 09:30:52 AM
MICBJ002	Trailer edit	0	Thu, Oct-19-2006 09:30:52 AM
MICBJ003	ACRS transaction pre-edit and format	0	Thu, Oct-19-2006 09:30:56 AM
MICBJ003	ACRS transaction pre-edit and format	110	Thu, Oct-19-2006 09:30:56 AM
MICBJ020	Performs 2nd edit of CMAILSA transactions	0	Thu, Oct-19-2006 09:30:59 AM
MICBJ020	Performs 2nd edit of CMAILSA transactions	110	Thu, Oct-19-2006 09:31:01 AM
MICBJ022	Creates the tape authorization for valid transactions	0	Thu, Oct-19-2006 09:31:23 AM
MICBJ022	Creates the tape authorization for valid transactions	1	Thu, Oct-19-2006 09:31:24 AM
MICBJ021	Creates transaction history records	0	Thu, Oct-19-2006 09:31:24 AM
MICBJ021	Creates transaction history records	110	Thu, Oct-19-2006 09:31:25 AM
MICBJEND	End of upfront ACRS cycle timestamp	0	Thu, Oct-19-2006 09:31:27 AM
MICBJEND	End of upfront ACRS cycle timestamp	1	Thu, Oct-19-2006 09:31:27 AM

Summary Print Close

C. Transmission File Info Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "File Transmission " link under the Reports tab.	♦ The File Transmission Criteria screen will be displayed. (Go to step 2).
2.	<p>On the File Transmission Criteria screen, select the desired file criteria by doing one or more of the following:</p> <ul style="list-style-type: none"> a. Select 'File Type' from dropdown. Select 'Entity Code' when this option appears, select a sort option and click the 'List' button. b. Select a sort option and click the 'Previous Week' button followed by the 'List' button. c. Select a sort option and click the 'Previous Month' button followed by the 'List' button. d. Select a sort option, enter a File Number and click the 'List' button. e. Select a sort option, select a File Year and click the 'List' button. 	<ul style="list-style-type: none"> a. The File Transmission List screen will display a list of transmission files based on the selected criteria and sort order. (Continue with this step or go to step 3). b. The File Transmission List screen will display a list of transmission files from the previous week based on the selected criteria and sort order. (Continue with this step or go to step 3). c. The File Transmission List screen will display a list of transmission files from the previous month based on the selected criteria and sort order. (Continue with this step or go to step 3). d. The File Transmission List screen will display a list of transmission files related to the file number entered based on the selected criteria and sort order. (Continue with this step or go to step 3). e. The File Transmission List screen will display a list of transmission files related to the file year entered based on the selected criteria and sort order. (Continue with this step or go to step 3).
3.	<p>On the File Transmission List screen, do one of the following:</p> <ul style="list-style-type: none"> a. Click a line number. 	<ul style="list-style-type: none"> a. The File Transmission Detail Screen will display detail information related to the

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Step	Action	Results
	b. If there is a 'Next' and/or 'Previous' button displayed, click 'Next' or 'Previous'.	selected line number. (Core Users continue with step 4). b. More transmission files related to the selected criteria are displayed. . (Core Users continue with step 4).
4.	On the File Transmission Detail screen, do one of the following: a. Click the 'Activity' or the 'Summary' button.	a. The File Transmission activity or summary screen will be displayed depending on which button was clicked. (Continue with this step).

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D. Function Tables for Screens

1. Home Page (**A_HOM_100**) Screen Functions

Selection	Description
File Transmission	Link to the Transmission File process. The File Transmission Criteria screen will be opened.
Command Buttons	Functions
None	

2. File Transmission Criteria (**FileXmitCriteria**) Screen Functions

Selection	Description
List Report Criteria	
File Type	Transmission file type
Entity Code	CMA/LSA State and County Code
File Year	Year file was transmitted
File Number	Transmission file number
File Date	Transmission file date
Date Range	Date range of transmission file/s
Command Buttons	Functions
Today	Selects current date as criteria
Yesterday	Selects previous date as criteria
Monday	Selects last Monday's date as criteria
Sunday	Selects last Sunday's date as criteria
Saturday	Selects last Saturday's date as criteria
Previous Week	Selects previous week's date range as criteria
Previous Month	Selects previous month's date range as criteria

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3. File Transmission List (**FileXmitList**) Screen Functions

Selection	Description
File Transmission List	
Line No.	Link to Transmission file detail
Command Buttons	Functions
Go Back To Criteria	Returns user to Criteria screen
Next	Display next set of transmission files
Previous	Display previous set of transmission files

4. File Transmission List (**FileXmitDetail**) Screen Functions

Selection	Description
File Transmission List	
Time Audit Header Table	Header record for the time audit table
Command Buttons	Functions
Print	Print screen
Close	Close screen
Activity	Display transmission file detail activity

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E. History / Revision Log

Version #	Date	Description
2.3	10/24/2006	Added Transmission File Info.